

## DESIGN REVIEW OVERLAY APPLICATION

### Owner Information

Owner's Name

Address

City, State, Zip

Phone

Fax

Email

### Applicant Information

Applicant's Name

Address

City, State, Zip

Phone

Fax

Email

### Property Information

Assessor's Parcel #

Subdivision

Unit #

Lot #

Address/Location

Existing Zoning

Existing Land Use

Proposed Land Use

Lot Size

### Design Review Overlay Request

Please provide a brief description of the request:

### CERTIFICATION & ACKNOWLEDGEMENT

I am applying for a Design Review Overlay approval and this application is complete and accurate. I understand that by applying for this permit, I am requesting inspection of the permitted development and grant the Coconino County Community Development Department and their inspectors and regulators access and permission to perform inspections.

Incomplete or inaccurate submittals may result in delays, return of submittals, or denial of this application. Design Review Overlay is a supplemental permit and other permits may be required for this project and all required permits must be obtained prior to any construction. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between initial and final plans.

I am responsible for contacting the Coconino County Community Development Department at (928) 679-8850 to schedule all required inspections for this permit.

#### Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

#### Signature of Property Owner (if not the applicant)

\_\_\_\_\_

### OFFICE USE ONLY

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Case # \_\_\_\_\_

Related Cases \_\_\_\_\_

Appeal Filed By \_\_\_\_\_ Date \_\_\_\_\_

### COMMISSION ACTION

☐ Approved

☐ Denied

Resolution # \_\_\_\_\_ Date \_\_\_\_\_

### BOARD ACTION

☐ Approved

☐ Denied

Ordinance # \_\_\_\_\_ Date \_\_\_\_\_



## DESIGN REVIEW OVERLAY APPLICATION

### SUBMITTAL REQUIREMENTS\* (see attached guidelines for minimum requirements)

- ◇ Pre-application meeting with a staff planner of the Community Development Department
  - Date of pre-application meeting \_\_\_\_\_
- ◇ \$480 non-refundable filing fee. The purpose of this fee is to pay for legal noticing and application process.
- ◇ Documentation shall be provided in a written description as well with supplemental data to show compliance with the specific guidelines of the adopted design review guidelines for the following communities: Kachina Village, Mountaineer, Oak Creek Canyon, Doney Park/Timberline/Fernwood, and the Fort Valley Highway 180 Scenic Corridor.
- ◇ Fifteen (15) copies of a site plan drawn to scale using accurate dimensions showing property boundaries; existing and proposed improvements and uses; locations of driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking areas including ingress and egress, traffic flow, and Easements.
- ◇ A copy of all recorded Easements applicable to the request shall be provided.
- ◇ Fifteen (15) copies of a landscape plan detailing the locations of existing vegetation (both to be retained and to be removed), the location and design of landscaped areas, the number, varieties and sizes of proposed plan materials and other landscape features including sprinkler and irrigation systems as required by Section 28: Landscaping.
- ◇ Fifteen (15) copies of architectural drawings including floor plans in sufficient detail to determine setback and parking requirements and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.
- ◇ Fifteen (15) copies of a signage plan detailing all existing and proposed signs, including their location, size, materials, color and method of illumination as required by Section 26: Signs.
- ◇ Fifteen (15) copies of a lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding) as required by Section 27: Lighting.

\*Note– The Director of Community Development may require additional information or plans, if they are necessary to enable a determination as to whether the circumstances prescribed for the granting of a Design Review Overlay approval exist. The Director of Community Development may authorize omission of any or all of the plans and drawings required by this section if they are not necessary.

### SITE PLAN REQUIREMENTS (continued on next page)

#### General Property Information: Required

1. Show the entire property (parcel) by the platted property lines; include all property dimensions; and streets labeled.
2. Show the minimum required setback lines (front, sides and rear) conforming to the zoning district. This information is available from Community Development.
3. Direction of slope on property and the direction of natural drainage - accurate topography may be required.
4. Slopes that exceed 15%, including any cut banks greater than 4' in height.
5. North arrow and site plan scale.
6. Streams, creeks, washes and floodplains.



## **DESIGN REVIEW OVERLAY APPLICATION**

### **SITE PLAN REQUIREMENTS (continued)**

#### *Existing Property Improvements: Required*

1. Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures.
2. Location of all existing wells.
3. Location of all existing drainage facilities.
4. Location of all existing septic tanks, leach fields and sewer lines.
5. Location of all existing driveways.
6. Location of all ingress and egress easements and utility easements (when applicable).
7. Location of all existing signs.
8. Location of all existing lighting.

#### *Proposed Property Improvements: Required*

1. Location and dimensions of all proposed structures in relation to property lines and other structures.
2. Label all proposed structures and crosshatch for clarity.
3. Location of all proposed wells.
4. Location of all new septic tanks, leach fields and sewer lines.
5. Location of all new driveways and road improvements including type of material.
6. Show all utility connections and line directions:
  - a. Septic tank and Leach field location, reserve area and sewer line locations.
  - b. Water line location.
  - c. Gas line location.
  - d. Liquid propane gas tank location or natural gas meter location (dimension).
  - e. Underground liquid propane tank location (dimension).
  - f. Air conditioner location.
  - g. Electric meter location.
7. Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
8. Fence locations. Describe type and height of fence.
9. Location of all existing signs.
10. Location of all existing lighting

### **PUBLIC HEARINGS**

The Planning and Zoning Commission meets on the last Wednesday of every month. The deadline for filing is the Monday five weeks prior to the meeting date. Applicants will be notified by mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing. The action of the Planning and Zoning Commission on a Design Review Overlay is final unless an appeal is filed with the Board of Supervisors within fifteen (15) days of Commission action. See the current Planning & Zoning Commission schedule attached.



**COCONINO**  
COUNTY ARIZONA

**COMMUNITY DEVELOPMENT**

2500 North Fort Valley Road, Building 1, Flagstaff, AZ 86001

Phone: (928) 679-8850 Fax: (928) 679-8851

[www.coconino.az.gov](http://www.coconino.az.gov)

## **DESIGN REVIEW OVERLAY APPLICATION**

### **PERMIT REVIEW TIMEFRAMES\***

- ◇ Administrative completeness pursuant to A.R.S § 11-605 shall be determined within 60 calendar days of the submittal of a Design Review Overlay application. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.
- ◇ Substantive review of all Design Review Overlay applications shall be completed within 120 calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. The substantive review includes investigation and report on the case. The substantive review timeframe is suspended during the public hearing process. The public hearing process begins at the posting of the case and is complete upon mailing of the Design Review Overlay resolution per A.R.S § 11-1605 (c)(8)(c).
- ◇ The total time for the granting or denying of the Design Review Overlay approval is 180 days.
- ◇ Timeframes are tolled and may be waived in accordance with A.R.S. §11-1601 et seq.

**\*Note-Permit review timeframes are provided for compliance with ARS §11-1605. Actual timeframes based on a complete application may be considerably shorter.**



**PLANNING AND ZONING COMMISSION SCHEDULE**

Type of Public Hearing Proposal	Application Submittal Deadline	Development Review Committee P&Z Study Session	Planning & Zoning Commission Public Hearing	Board of Supervisors Public Hearing *
<b>Preliminary Plats and Major Developments</b>				
	12/15/14	01/07/15	01/28/15	03/17/15
	01/12/15	01/28/15	02/25/15	04/21/15
	02/09/15	02/25/15	03/25/15	05/19/15
	03/09/15	03/25/15	04/29/15	06/16/15
	04/13/15	04/29/15	05/27/15	07/21/15
	05/11/15	05/27/15	06/24/15	08/18/15
	06/08/15	06/24/15	07/29/15	09/15/15
	07/13/15	07/29/15	08/26/15	10/20/15
	08/10/15	08/26/15	09/30/15	11/17/15
	09/14/15	09/30/15	10/28/15	12/15/15
	10/09/15	10/28/15	12/02/15	01/19/16
	11/09/15	12/02/15	01/06/16	02/16/16
	12/14/15	01/06/16	01/27/16	03/15/16
	01/11/16	01/27/16	02/24/16	04/19/16
<b>Zone Changes, Abandonments, and Plan/Ordinance Amendments</b>				
	12/22/14	01/07/15	01/28/15	03/17/15
	01/16/15	01/28/15	02/25/15	04/21/15
	02/13/15	02/25/15	03/25/15	05/19/15
	03/16/15	03/25/15	04/29/15	06/16/15
	04/20/15	04/29/15	05/27/15	07/21/15
	05/18/15	05/27/15	06/24/15	08/18/15
	06/15/15	06/24/15	07/29/15	09/15/15
	07/20/15	07/29/15	08/26/15	10/20/15
	08/17/15	08/26/15	09/30/15	11/17/15
	09/21/15	09/30/15	10/28/15	12/15/15
	10/19/15	10/28/15	12/02/15	01/19/16
	11/16/15	12/02/15	01/06/16	02/16/16
	12/21/15	01/06/16	01/27/16	03/15/16
	01/15/16	01/28/16	02/24/16	04/19/16
<b>Conditional Use Permits and Design Review Overlays<sup>+</sup></b>				
	12/22/14	01/07/15	01/28/15	
	01/16/15	01/28/15	02/25/15	
	02/13/15	02/25/15	03/25/15	
	03/16/15	03/25/15	04/29/15	
	04/20/15	04/29/15	05/27/15	
	05/18/15	05/27/15	06/24/15	
	06/15/15	06/24/15	07/29/15	
	07/20/15	07/29/15	08/26/15	
	08/17/15	08/26/15	09/30/15	
	09/21/15	09/30/15	10/28/15	
	10/19/15	10/28/15	12/02/15	
	11/16/15	12/02/15	01/06/16	
	12/21/15	01/06/16	01/27/16	
	01/15/16	01/28/16	02/24/16	

\* Board of Supervisors dates may vary.

+ The Planning and Zoning Commission renders final decisions on Conditional Use Permits and Design Review Overlays. Decisions may be appealed to the Board of Supervisors filed within fifteen calendar days after Commission action. A \$360 fee is required to file an appeal.